

Kainan University Library Rules

Article 1: Kainan University (hereinafter referred to as ""the University""), through the Library and Information Services (hereinafter referred to as ""the Library""), establishes these rules to facilitate the borrowing of library materials by readers and promote the effective use of library resources.

Article 2: Library opening hours and borrowing/returning times are as follows:

1. Monday to Friday: 8:30 AM to 9:30 PM.
2. Saturday and Sunday: The library is closed.
3. During midterm and final exam weeks:
 - Saturday to Sunday: 8:30 AM to 4:30 PM.

Article 3: The eligible service users and the application methods for library cards are as follows:

1. Full-time faculty, students, temporary staff, and project research assistants of the University may use library resources and borrow books with their faculty or student cards.
2. Part-time faculty of the University may apply for library cards with their appointment letters and use library resources to borrow books.
3. Extension program students may apply for library cards with their current student ID cards and use library resources to borrow books.
4. Retired staff of the University may apply for library cards with retirement certificates and ID cards and use library resources to borrow books.
5. Graduates of the University (including Kainan Commercial and Industrial Vocational School alumni) should follow the regulations for alumni borrowing library materials.
6. Readers who have obtained an interlibrary cooperation library card in accordance with the Library's interlibrary cooperation service regulations may borrow books directly from the Library using the card.
7. Community members collaborating with the University shall follow the regulations for community members borrowing library materials established by the University.
8. External individuals may apply for temporary reading cards with photo identification. These individuals should adhere to the University's regulations for temporary reading cards.

Article 4: Library materials are generally available for open-shelf access, and eligible individuals may borrow them. However, the following materials are for in-library use only and cannot be borrowed:

1. Reference materials.
2. Faculty publications and University theses.
3. Audiovisual materials.
4. Newspapers and periodicals.

Article 5: Library cards are for personal use and cannot be transferred to others. If there is evidence of card misuse or lending to others, the Library may cancel the library and borrowing privileges for both parties and recover borrowed books.

Article 6: Borrowing limits and loan periods for different service users are as follows:

1. Full-time faculty (including contract faculty) and graduate students may borrow up to twenty books for a period of forty-two days.
2. Part-time faculty may borrow up to ten books for a period of twenty-one days.
3. The number of books and loan periods for research project-funded materials shall follow the ""Management Rules for Borrowing Library Materials Purchased with Kainan University Faculty Research Project Funds.""
4. Undergraduate students and extension program students may borrow up to ten books for a period of twenty-one days.
5. Retired staff and alumni of the University (including Kainan Commercial and Industrial Vocational School alumni) may borrow up to five books for a period of twenty-one days, with no reservation or renewal services.
6. Community members collaborating with the University may borrow up to three books for a period of twenty-one days, with no reservation or renewal services.
7. Users with interlibrary cooperation library cards from partner institutions in the North District Universities and Taoyuan-Hsinchu-Miaoli Regional Teaching Resource Centers may borrow up to five books for a period of thirty days, with no reservation or renewal services.

Article 7: Rules for renewing library materials:

1. Before the loan period expires, if there are no reservations by other readers, one renewal may be requested.
2. The renewal period follows the loan period specified in these rules.
3. The calculation of the renewal due date begins on the day the renewal procedure is carried out.

Article 8: In cases of library materials being required for inventory, reservation, urgent teaching needs, or other purposes, readers may be informed to return the materials within a specified timeframe.

Article 9: Readers are responsible for overdue returns, losses, damage, or any other issues related to borrowed library materials, in accordance with the ""Regulations on Overdue Fines and Damages for Borrowed Materials at Kainan University Library.""

Article 10: University faculty and students must clear all borrowed books and fines before leaving the University. The Library may decline to process related departure procedures if books and fines are not settled.

Article 11: Borrowing library materials without proper registration or attempting to take materials out of the Library without following procedures is considered unauthorized possession and may be treated as theft. Violators may have their library and borrowing privileges revoked. University students will be dealt with according to University regulations, and University staff will be dealt with in accordance with personnel laws and regulations. Others will be dealt with as per relevant University regulations.

Article 12: Readers are expected to maintain neat and orderly attire, observe silence, practice cleanliness, and refrain from bringing prohibited items or food into the Library. The use of mobile phones, smoking, noise, eating, littering, or any activities that disrupt public order within the Library premises are strictly prohibited. The use of Library resources must comply with copyright regulations. Any violations of Library regulations may lead to warnings from Library staff, suspension of Library access, or the revocation of borrowing privileges. In serious cases, legal authorities may be involved. University students will be subject to University regulations, and University staff will be subject to personnel laws and regulations.

Article 13: For the specific purposes of circulation activities, the Library may collect, process, and use personal data related to library reading cards or borrowing cards in accordance with the Personal Data Protection Act and related laws. Physical application forms should be kept for three years, and any application forms that exceed this storage period should be promptly destroyed.

Article 14: These rules have been approved by the University's administrative council and are effective from the date of publication. Any amendments will follow the same procedure.